



**Policy:** 4610  
**Procedure:** 4610.10  
**Chapter:** Case Management and Parole  
Supervision  
**Rule:** Community Resources

**Effective:** 11/29/06  
**Replaces:** N/A  
**Dated:** N/A

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) Community Corrections personnel shall develop and maintain working relationships with public and private service agencies, including educational, vocational, employment and recreational to provide a continuum of placement options, and services for juveniles in the community. The Department can utilize contracted providers to ensure the special needs of juveniles and their families are addressed.

**Rules:**

**1. Education:**

- a. **PAROLE OFFICERS AND REENTRY SPECIALISTS** shall provide juveniles under supervision with educational training consistent to the juvenile needs and potential risk. The **PAROLE OFFICER** in collaboration with the Educational Transition Coordinator, when and where available, shall:
  - i. Advocate and facilitate the juvenile's enrollment in an appropriate educational program;
  - ii. Maintain monthly contact with the school; and
  - iii. Document progress in Youthbase in the community Progress Report section of the CAPFA update every 90 days.

**2. Vocational:**

- a. To ensure a juvenile is given appropriate vocational services, **COMMUNITY CORRECTIONS PERSONNEL, REENTRY SPECIALISTS, VOCATIONAL REHABILITATION SPECIALISTS, DEPARTMENT OF ECONOMIC SECURITY (DES), AND REHABILITATION SERVICE ADMINISTRATION (RSA) PERSONNEL** at each Community Resource Center shall:
  - i. Review the file of each juvenile who may qualify and have a need for Vocational Rehabilitation (VR) services;
  - ii. Follow referral process in accordance with Procedure 4431.01 Vocational Rehabilitation Referral Process;
  - iii. Assist the juvenile in developing job skills;
  - iv. Provide apprenticeship programs; and
  - v. Provide training opportunities.

**3. Recreational:**

- a. **COMMUNITY SUPPORT OFFICER(S)** shall:
- b. Provide Recreational and athletic programming for juveniles participating in the Fresh Start Program near the East Valley Resource Center Office;
- c. Ensure these activities are part of the juvenile's regular schedule; and
- d. Provide transportation to and from each facility.

**4. Employment:**

- a. The **PAROLE OFFICER OR THE REENTRY SPECIALIST** shall:
  - i. Determine the juvenile's employability skills to recommend him or her for employment;
  - ii. Verify employment monthly after a juvenile is employed; and
  - iii. Document progress in Youthbase in the Progress section of the CAPFA every 90 days.

a. In collaboration with CPS employees, **ASSIGNED COMMUNITY CORRECTIONS PERSONNEL** shall:

6. **Child and Family Teams (CFT):**

- [illegible]